

MODERN WORK INSTITUTE

Join us for a Modern Work Institute, a specialized training program designed to empower professionals with the skills and knowledge needed to excel in today's digital environments. This institute focuses on leveraging the full potential of the Microsoft Suite to enhance productivity and collaboration.

COURSE OUTLINE

Bring together communications, knowledge, learning, resources, and insights in the modern work framework.



The Era of Modern Work

Enhance your modern work with the M365 suite to increase collaboration and communication and streamline productivity.



Enhance Communication

Use Outlook and Teams to increase communication with colleagues and families.



Strengthen Collaboration

Learn how SharePoint and OneDrive build collaboration opportunities and ways to use tools like Loop and OneNote for project management.



Enhance Productivity

Increase your time-management using apps that will optimize your workflow.



Practical Applications

Immerse yourself in hands-on experiences that will support your learning experience.

FOR MORE INFORMATION, CONTACT:



Nicole Caldwell, M.Ed.
Professional Development Specialist
nicole.caldwell@connection.com



Cindy Daniels, MSA
Professional Development Specialist
cindy.daniels@connection.com

1.800.800.0019 ■ www.connection.com/pl